

25X1A

22 November 1949

The handling of OPC requests

1. I set forth in the following paragraphs my views on the handling of OPC requests. My present suggestion is that we review the whole matter in bilateral discussions with the several branch chiefs, and then, on the basis of these, draft a policy for our future guidance.

2. The position of D/Pub with reference to these requests.

D/Pub represents the office of the Assistant Director in action which ORE takes to serve OPC. In general it serves as a means of controlling this action, and undertakes a minimum of substantive guidance.

3. Criteria for acceptance of OPC requests.

At present there appear to be two approaches to this matter of accepting or rejecting OPC requests for intelligence support. The first approach, which is more appropriate to the thesis contained in para. 2 above, is to consider each case on its own merits, and to avoid the establishment of criteria to which exceptions would have to be made. In this event, the decision as to acceptance or rejection would be made jointly by D/Pub and the Chief of the Division concerned.

The second approach is to establish categories within which all accepted requests would have to fall. Such categories, citing illustrative examples, are listed in Enclosure "A".

4. Procedure for handling OPC requests.

(a) Requests will be received in writing in the form of a memorandum to D/Pub, attention [REDACTED]. The memorandum will be in duplicate, and will contain an OPC case number for reference. 25X1A

(b) [REDACTED] will record the request and accompany the OPC representative to the Chief of the Division concerned, where the decision of accept or reject the project will be made. 25X1A

(c) He will then prepare four copies of the project initiation memorandum (for AD/ORE, for the responsible division, for file, and for [REDACTED] record), and will not attempt to interpret the problem for the division. 25X1A

(d) The Division Chief will seek, directly from OPC, any further guidance needed in preparing the project.

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(e) The completed project will be sent to [REDACTED] in duplicate whenever possible. The carbon copy will be retained in D/Pub and the original will be picked up by a representative of OPC.

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(d) The Division Chief will seek, directly from OPC, any further guidance needed in preparing the project.

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(e) The completed project will be sent to [REDACTED] in duplicate whenever possible. The carbon copy will be retained in D/Pub and the original will be picked up by a representative of OPC.